

Department of State

Department Notice
March , 1954

SUBJECT: Requirements on Use of Annual Leave

This is to remind all supervisors and employees of the requirements set forth in Department Circular No. 59, dated September 23, 1953, with respect to the reduction of accumulated annual leave balances in excess of 30 days carried over to the credit of officers and employees at the beginning of the current leave year.

The requirements of this policy with respect to the use of all current accrued annual leave plus a portion of excessive accumulated leave balances by employees who carried over leave balances in excess of 30 days at the beginning of the current leave year will have a severe effect on the workloads in the calendar year 1954. This workload problem and the loss by forfeiture of current accrued annual leave by many employees at the close of the 1953 leave year makes it necessary to provide adequate schedules for the use of leave that must be taken while there is sufficient time remaining in the current leave year to do so.

There are several hundred employees in the Department whose leave accumulations at the end of 1953 exceeded 30 days, and who will be required to use at a minimum 32 days leave by the end of the calendar year. Those earning leave at the rate of 20 days who have leave balances in excess of 30 days must use 26 days this calendar year. A large number of other employees whose leave accumulations are close to 30 days will also have to use 20 or 26 days, depending on their leave accrual rate, in order to avoid building up their leave balance beyond 30 days.

To avoid the demoralizing effect of continued forfeiture of leave by employees of the Department, it is recommended that vacation schedules be developed and submitted to each supervisor by April 15 at the latest; such schedules should be reviewed to avoid conflicts with respect to key personnel. In the large majority of cases, few persons will be able to take all their leave (current accrued plus 6 days or 10% of excess accumulated balance) in one continuous period of time, since the usual vacation period ranges from 2 to 4 weeks. Therefore, in order to avoid problems at the end of the leave year, it would seem most practicable for supervisors to schedule the remaining leave that must be taken (i.e., other than the scheduled vacation leave) for example:

- (1) one-third of such leave be used in the first five months of calendar year; (2) one-third be used in the next three months, and (3) one-third be used in the next 4 months. This type of schedule should provide sufficient flexibility for both the employee and the organizational unit in which he works. The 1954 leave year ends on January 1, 1955.

(PMR)

State---PB, Wash., D. C.